



29 April 2022

MEMORANDUM CIRCULAR NO. 53

Series of 2022

T O: All Faculty and Staff (permanent, temporary, casual, contractual)

R E: Full Resumption on the Use of Biometric Time Recording (BTRS) for Daily Attendance Record (DTR)


The use of BTRS was temporarily suspended and/or not required in the generation of DTR since the onset of the COVID 19 pandemic last March 2020 in compliance to health protocol against COVID19 to prevent and/or mitigate its transmission within the workplace. However, with the current Alert Level I status on COVID19 pandemic in Baybay City, it is time to fully resume the use of BTRS. This system greatly helps to manage the workforce and track employee time and attendance in an easier way. The full resumption on the use of the BTRS for daily attendance was also approved by the University Administrative Council (UAdCo) in its meeting last March 29, 2022. The ICTMC already set up these machines to be functional in the different offices/units.

In this regard, all employees are hereby directed to resume to log his/her time-in and time-out using the BTRS effective May 2, 2022. In the event that the time-in/time-out of the employee was not recognized or reflected in the BTRS, a request for adjustment of entry for time-in or time-out shall be submitted to the Head of Office, subject to his/her approval. Exemption shall only be considered for no entries in the BTRS-generated DTR during power outage.

Further, every employee shall submit the monthly DTR generated through the HRMIS. For purposes of verification, the employee should attach documentary requirements such as Travel Order, trip ticket for drivers, pass slip, if applicable.

The ICTMC will conduct a virtual refresher orientation on the use of BTRS on April 29, 2022.

For information, guidance and compliance.


EDGARDO E. TULIN
President